

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

REFRIGERATION MECHANIC

JOB DESCRIPTION

Employees in this job participate in and oversee the installation of refrigeration, air conditioning, heating, pneumatic control, and humidity control systems as part of construction, remodeling, and preventive maintenance projects at State agencies.

There are three classifications in this job.

Position Code Title – Refrigeration Mechanic-E

Refrigeration Mechanic 8

This is the intermediate level. The employee performs refrigeration mechanic work while learning and developing skills under the direction of a higher-level refrigeration mechanic, plumber, or physical plant superintendent.

Refrigeration Mechanic E9

This is the experienced level. The employee performs a full range of refrigeration mechanic assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations.

Position Code Title – Refrigeration Mechanic-A

Refrigeration Mechanic 10

This is the advanced level. The employee functions as a crew leader, overseeing the work of lower-level workers or prisoner crews performing refrigeration mechanic assignments.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Installs refrigeration, air conditioning, heating, pneumatic control, and humidity control systems.

Works from blueprints, schematics, wiring diagrams, and other plans and specifications in order to independently construct, assemble, and install refrigeration equipment.

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May explain refrigeration and cooling systems and their operation to maintenance employees, and train them in methods of basic maintenance and repair.

Provides preventive maintenance on heating and cooling systems.

Troubleshoots units that are not working and replaces parts that are defective.

May instruct lower-level mechanics, trade helpers, and prisoners in refrigeration mechanic work.

Arranges for State inspection and final approval of work projects according to State and national codes.

Maintains inventory and requisitions equipment, supplies, and materials.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

Refrigeration Mechanic 10(Crew Leader)

Inspects completed work for conformance to instructions and specifications.

Interprets work specifications and assigns repair and installation tasks to workers.

Assigns work to lower-level refrigeration mechanics, trades helpers, or prisoners.

Provides instruction and training in the proper methods and processes necessary to carry out refrigeration, air conditioning, heating, and humidity control assignments.

Reviews subordinates' job performance by observing and critiquing work techniques and completed assignments.

Prepares written reports on ongoing projects and on the condition of machinery.

Develops, plans, and estimates for refrigeration, air conditioning, heating, and humidity control projects; includes determining time, equipment, and human and material resources needed to complete the work.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the theory, methods, practices, tools, and equipment of the refrigeration mechanic's trade.

Knowledge of the qualities, properties, and uses of the various refrigerant fluids and associated chemicals.

Knowledge of the operating principles and characteristics of the various types of refrigeration, pneumatic control, and air conditioning systems.

Knowledge of basic electricity and electrical and solid state control systems.

Skill in the use of mechanics', electricians', and plumbers' tools used in the trade.

Ability to apply the theory, technique, principles, and processes of the refrigeration mechanic's trade.

Ability to apply shop mathematics to practical problems such as computing dimensions and laying out work.

Ability to read, understand, and work from blueprints, specifications, and schematics.

Additional Knowledge, Skills, and Abilities

Refrigeration Mechanic 10 (Crew Leader)

Ability to train and direct others in the work.

Ability to develop plans and estimates for major projects.

Working Conditions

The work requires regular and recurring exposure to gas, dirt, grease, chemicals, and electricity.

Some jobs require an employee to some risk of sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials, and exposure to disease, radiation, and toxic chemicals.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require travel.

Some jobs require direct contact with prisoners and patients.

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

Physical Requirements

The job duties require an employee to bend, stoop, reach, or stand, extended periods.
The job duties require an employee to lift and move heavy objects.

Education

Educational level typically acquired through completion of high school.

Experience

Refrigeration Mechanic 8

Two years of experience assisting skilled trades people in the refrigeration mechanic trade.

Refrigeration Mechanic E9

Four years of experience in the refrigeration mechanic trade.

Refrigeration Mechanic 10

Five years of experience in the refrigeration mechanic trade including one year equivalent to a Refrigeration Mechanic E9.

Alternate Education and Experience

Completion of a refrigeration mechanic's vocational training program that included commercial or industrial level instruction may be substituted for two years of experience assisting skilled trades' workers.

Special Requirements, Licenses, and Certifications

Some positions are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Some positions may be assigned maintenance, service, repair, or disposal duties that could reasonably be expected to release refrigerants into the atmosphere requiring certification in compliance with Section 608 of the Clean Air Act of 1990, as amended.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>		<u>Job Code Description</u>
REFRIGMCH		Refrigeration Mechanic
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Refrigeration Mechanic-E	REFRMCH E	A31-009
Refrigeration Mechanic-A	REFRMCH A	A31-012

ECP Group 1
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